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ABSTRACT

Computerized formula-driven budget models are used by the Washington community college system to define resource needs for legislative budget requests and to distribute legislative appropriations among 22 community college districts. This manual outlines the sources of information needed to operate the model and illustrates the principles on which the formulas work. Budget schedule forms are presented for five formula areas. The instructional program formula entails the greatest resource need, providing funds for faculty and faculty supervision, support personnel, supplies, and equipment. The number of students and their distribution over the instructional disciplines are the primary determinants of resource needs. The library and learning resource center formula is comprised of resources for the acquisition and maintenance of library collection units, for professional and support staff, and for operating costs. The plant operation and maintenance formula provides funds to cover staffing and non-labor costs of building and grounds maintenance, janitorial and trucking services, utilities, administration, and police, fire, and safety. The student services formula provides a basic complement of staff regardless of college size, beyond which a variable staff requirement is related to enrollments. The institutional support formula provides for the requirements of institutional administration and general expense functions. (MB)

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ED165814

Washington Community Colleges

BUDGET MODEL

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February 1978

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STATE OF WASHINGTON
STATE BOARD FOR COMMUNITY COLLEGE EDUCATION

STATE OF WASHINGTON

STATE BOARD FOR COMMUNITY COLLEGE EDUCATION

BUDGET MODEL

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SECTION I

INTRODUCTION

COMMUNITY COLLEGE SYSTEM BUDGET MODEL

Purpose and Use

The Washington community college system makes extensive use of formula-driven budget models both for defining resource needs for purposes of legislative budget requests, and for distributing resources among twenty-two community college districts following legislative appropriations.

Because of the number of colleges involved and the number and complexity of the formulas that are employed, a fully automated computerized model[1] is used to generate formula results. There is, however, a need for supplementary materials which explain the sources of information needed to operate the model and illustrate the principles on which the formulas work. This looseleaf document has been prepared in response to this need. Although this manual could be used to compute the actual formula provisions for a particular institution, this would be a time-consuming process. The primary purpose is to provide a means for keeping college administrators acquainted with the workings of the formula models and to provide a tool for describing these procedures to other administrators, faculty and staff. This manual will also be used to respond to inquiries from institutions and executive and legislative budget analysts in other states who are interested in State of Washington budgeting procedures.

History of Formula Development and Use in Community College Budgeting

Prior to legislative action in 1967 establishing them as a component of the state system of higher education, community colleges in the State of Washington were a part of the secondary school system. The 1967 legislation created twenty-two community college districts encompassing the entire state. Each of these is a state agency with its own five-member board of trustees, operating in a community college system coordinated by a seven-member State Board for Community College Education.

For the first few years following separation, the community colleges continued to use common school system formulas to request funds from the Legislature and to distribute resources among the twenty-two districts. More complex formulas were being used by the state's four-year institutions of higher education and pressure soon developed for greater comparability in procedures among all segments of higher education. In addition, there were concerns within the community colleges over the adequacy of the common school formulas in dealing with programmatic differences among the colleges. As a result, the community colleges developed their own set of formulas covering each of the major operating areas--instruction, libraries, student services, plant operation and maintenance and institutional support (administration and general expense). Although similar to the formulas used by the state's four-year colleges and universities, some basic differences exist between the two- and four-year budget models. Efforts are underway to bring the formulas for all of higher education into greater uniformity.

The resource requirements defined by the various budget formulas reflect certain operating standards such as ratios of students to faculty, square feet serviced per custodian, maintenance per dollar of building replacement cost, etc. Although the standards have generally been accepted as reasonable by executive and legislative funding decision-makers, scarcity of resources has resulted in substantial

[1] *See Appendix A.*

segments of the budget model being funded at less than 100% of formula. When used by the community college system in seeking legislative appropriations, decisions must be made regarding the level of support (percent of formula) to be requested. Similarly, the legislative appropriations may vary from the support levels requested by the colleges. When used to distribute resources among the colleges, requirements for each institution are computed at 100% of formula provision, but where legislative appropriations for a particular activity are below 100% of formula, the allocations to each of the districts must be reduced accordingly. In viewing the budget models in this document, it is important to bear these facts in mind and to recognize that actual college budget support may be substantially at variance with the 100% of formula provision described in these models.

Instructional Program Formula

The greatest resource need is for the direct instruction of students. The instructional formula provides funds for faculty and faculty supervision, supporting personnel utilized in the instructional area, and for the supplies, expense and equipment required in the conduct of academic and vocational programs. The number of students and their distribution over the various instructional disciplines are the primary determinants of resource needs for instruction.

Through studies of actual community college experience, student-faculty ratios have been determined at the 4-digit HEGIS course code levels. In addition, average costs per full-time equivalent student have also been established for supporting staff and non-labor expenditures for each major cluster of courses in the HEGIS taxonomy (2-digit HEGIS).

Enrollment projections are established for each district as the primary driver for the instructional formula. Variation in the composition of district instructional programs is recognized through the use of differentiated student-faculty ratios and instructional support costs for courses falling into the various HEGIS clusters.

In addition, formula procedures are designed to minimize differences in faculty salary schedules by funding faculty positions at lower rates in districts where faculty salaries are higher than average, and at higher rates where salaries are below average. This is accomplished through the use of a hypothetical salary schedule that identifies such differences.

Library and Learning Resource Center Formula

There are two major components of the library model: (1) a provision of resources for the acquisition and maintenance of library collection units, and (2) provision for the professional and support staff and operating costs needed to make library resources available.

The library formula contains some fixed elements provided to all colleges and variable elements that relate primarily to the numbers of students and faculty in an institution.

Plant Operation and Maintenance Formula

This formula provides maintenance funds to cover staffing and non-labor costs for the following seven major activities: (1) building maintenance, (2) janitorial services, (3) grounds maintenance, (4) utilities and utilities maintenance, (5) administration, (6) police, fire and safety, and (7) trucking services. Differences among districts arise from building construction, campus sizes, landscaping intensity and enrollment variances.

Building square footage and acreage, adjusted for known changes, and annual average student headcount key the plant operation and maintenance program to each district entitlement. Building maintenance requirements are based upon the premise that maintenance expense is related to the current replacement cost of buildings.

Janitorial needs are based upon a specific number of square feet of building space per employee. Janitorial non-labor operating costs are based upon an amount per janitorial position. Grounds maintenance is related to the acreage of each district and the degree and intensity of landscaping. Utility costs are computed from actual square footage utility costs in relation to the facilities that are being operated. Other formulas based on square footage, numbers of students and staff and total plant operating costs are used to generate a provision for administration, police, fire, and safety, and trucking services. An amount for building rentals is based upon actual and projected rental commitments for each district.

Student Services Formula

The student services formula provides a basic complement of staff regardless of college size. Beyond that, it allows for a variable staff requirement related to the size of headcount student enrollments. In computing the variable staffing component, off-campus student enrollments are discounted to 68% of their value on the assumption that such students cannot avail themselves of services to the same degree as on-campus enrollees. Non-labor operating costs are related to total staff dollar requirements based upon the historical relationship that one has borne to the other.

Institutional Support Formula

Requirements for institutional administrative and general expense functions are based upon a variety of fixed and variable staff determinations. Separate formulas are used for basic administration staff plus personnel in such support functions as purchasing, cashiering, payroll, personnel, and budgeting, accounting and reporting. Non-labor operating costs are then provided in their historical relationship to total dollar requirements for staffing.

Data Inputs and Sources

The Washington community college system has established a series of management information reports which provide extensive data on students, courses, physical facilities, vocational programs, faculty and staff personnel, and equipment inventories. These management information system (MIS) reports are the source of much of the data needed to run the operating budget models. Some additional

information, not provided from these sources, is solicited from the districts whenever budget requests or budget allocations are to be made. Following is a listing of the data elements and sources that are utilized in each of the budget formula areas:

INPUT	SOURCE
Instructional Program Formula	
Prior Year's AAFTES	MIS-2/66 State and ABE
Budgeted AAFTES	Annual Allocation from SBCCE
Student-Faculty Ratio	MIS-2/66 100% Formula
Faculty Salaries	Hypothetical Salary Schedule
Support Cost Per FTE	1970-71 cost study adjusted for salary increases and changes in expenditure patterns
Full-time/Part-time Staffing	Previous year's part-time/full-time percentage; from MIS-6/19: part-time + moonlight + full-time = total (moonlight is part of part-time) Total FTEF from MIS-6/20 report
Salaries for Deans & Directors	System-wide Averages
Staff Benefits (incl. deans and directors)	System-wide benefit cost-to-salary percentage adjusted to reflect individual district TIAA/CREF experience
Operational Cost Per FTE	1970-71 cost study adjusted for inflation and changes in expenditure pattern
Library and Learning Resources Center Formula	
Collection Unit Value	Publishers Weekly Annual Edition adjusted for inflation
Growth in Knowledge Percent	Five-year moving average of the change in U. S. Publications reflected in Bowker Annual of Library and Book Trade Information
Salary Rates	System-wide Averages
Benefit Percentage Rate	System-wide benefit cost-to-salary percentage adjusted to reflect individual district TIAA/CREF experience
Operations Percentage Rate	Previous year's non-labor, non-book operations costs, adjusted for inflation

COMMUNITY COLLEGE SYSTEM BUDGET MODEL

INPUT	SOURCE
Plant Operation and Maintenance Formula	
Square Footage	Actual, adjusted for known changes
Building Replacement Costs	Kraft Formula
Salaries for Janitorial, Grounds, Police, Fire and Safety	System-wide Rates
Grounds Maintenance Rate	Statewide historical costs per acre, calculated and provided by OFM
Operations Costs/Staff Year	Statewide rate provided by OFM
Budgeted Headcount	Take MIS-1/24 headcount and FTES for previous year: 100% day-on-campus headcount + 68% other-than-day-on-campus ÷ FTES x budgeted FTES
Benefit Rate (Janitorial, Grounds, Police, Fire and Safety)	System-wide averages adjusted to reflect individual district TIAA/CREF experience
Historical Utilities Costs	Previous year's expenditure data
Student Services Formula	
Staff Salary Rates	System-wide Averages
Benefits Percentage Rates	System-wide benefit cost-to-salary percentage adjusted to reflect individual district TIAA/CREF experience
Operations Percentage Rates	Previous year's non-labor operations costs, adjusted for inflation
Institutional Support Formula	
Salary Rates	System-wide Averages
Benefit Percentage Rate	System-wide benefit cost-to-salary percentage adjusted to reflect individual district TIAA/CREF experience
Operations Percentage Rate	Previous year's non-labor operations costs adjusted for inflation

SECTION II

BUDGET MODEL SUMMARY

SBCCE BUDGET MODEL

BUDGET MODEL SUMMARY - ALL PROGRAMS

_____ Community College District No. _____

After all the programs have been developed, summarized, and adjusted, post allocation amounts for each program on the appropriate program line. Sum the program totals to get the total district formula allocation, and post on line 6.

SBCCE BUDGET MODEL

BUDGET MODEL SUMMARY - ALL PROGRAMS

Fiscal Year _____

_____ Community College District No._____

1.	Instruction (Schedule 01-6, line 6)	$_____
2.	Library (Schedule 05-3, line 7)	_____
3.	Plant Operation and Maintenance (Schedule 09-10, line 14)	_____
4.	Student Services (Schedule 06-2, line 6)	_____
5.	Institutional Support (Schedule 08-3, line 6)	_____
6.	TOTAL DISTRICT FORMULA ALLOCATION	$_____

SECTION III

INSTRUCTION & PRIMARY SUPPORT SERVICES

(PROGRAM 010)

INSTRUCTIONS FOR BUDGET MODEL

Program 010 - Instruction
Average Annual FTES

1. Post the prior year's AAFTES from MIS-2/66, State and ABE, historical FTES column by course grouping for your college in column A.

2. Enter the current year's allocated academic and vocational AAFTES on lines 8B and 16B respectively.

3. To complete column B, divide 1A by 8A and multiply the product by the current year's allocated academic AAFTES (8B).

4. Enter the product on line 1B.

5. Repeat this process for each course group in column A to get the course group AAFTES for column B. For current year's allocated vocational AAFTES, divide 9A by 16A and multiply quotient by 16B, etc.

6. The course groupings in column B should add to the current year's allocated AAFTES subtotals.

7. Sum lines 8B and 16B, and post on line 17B.

SCHEDULE 01-1

SBCCE BUDGET MODEL

Program 010 - Instruction
Average Annual FTES
Fiscal Year _____

_____ Community College District No. _____

Instructional Course Groupings	A Historical AAFTES	B Current Year's Allocated AAFTES
1. Business Administration		
2. Sciences		
3. Mathematics		
4. Social Sciences		
5. Humanities		
6. Health & Physical Education		
7. Education	_____	_____
8. Subtotal - Academic	_____	_____
9. Business & Commerce		
10. Data Processing		
11. Health Services & Paramed		
12. Mechanical & Engineering		
13. Natural Science		
14. Public Service Related		
15. Occupational Support	_____	_____
16. Subtotal - Vocational	_____	_____
17. TOTAL ACADEMIC & VOCATIONAL	_____	_____

Post col. B to Schedule 01-2, 01-3 & 01-4, column 1 (except subtotals)

INSTRUCTIONS FOR BUDGET MODEL

Program 010 - Instruction
Faculty Staff Formula

1. Post AAFTE student numbers from Schedule 01-1, column B, omitting the subtotals.

2. Post staffing ratios from MIS-2/66, 100% Formula S/F Ratio column, for previous year's 4-quarter average.

3. To compute faculty staff requirements, divide across each line: column A ÷ column B, and enter the quotient in column C.

4. For supervision requirements, multiply each item in column C by 5%, which is a fixed factor. Enter product in column D.

5. Sum columns C and D vertically, and enter totals on line 15.

6. Add 15C and 15D for total instructional staff, and post on line 16.

7. To calculate percentage, divide total full-time instructional staff on MIS 6/19 by total instructional staff on MIS 6/20 and post percentage on line 17.

8. To calculate full-time faculty and supervision, multiply line 16 by historical full-time percentage and enter on 17D.

9. Subtract supervision staff from full-time faculty and supervision: 17 - 15D, and post on line 18.

10. To calculate part-time faculty, subtract full-time faculty from total faculty: line 15C - line 18, and post on line 19.

SBCCE BUDGET MODEL

Program 010 - Instruction
Faculty Staff Formula
Fiscal Year _____

_____ Community College District No. ____

Faculty Staffing	A Student AAFTES (Sch.01-1)	B Staffing Ratio	C Faculty Staff Rqmts.	D Supv. Rqmts. (col.3 x .05)
1. Business Administration				
2. Sciences				
3. Mathematics				
4. Social Sciences				
5. Humanities				
6. Health & Physical Education				
7. Education				
8. Business & Commerce				
9. Data Processing				
10. Health Services & Paramed.				
11. Mechanical & Engineering				
12. Natural Science				
13. Public Service Related				
14. Occupational Support				
15. TOTAL ACADEMIC AND VOCATIONAL	_____	XXXXXXX	_____	_____
16. Total FTE Faculty (15C + 15D)				_____
17. Total Full-time Faculty + Supervision _____%				_____
18. Total Full-time Faculty (17 - 15D)				_____
19. Total Part-time Faculty (15C - 18)				_____

INSTRUCTIONS FOR BUDGET MODEL

Program 010 - Instruction
Support Staff Formula

1. Post the student AAFTES from Schedule 01-1, column B, to column A, omitting subtotals.

2. Post staffing cost/FTE from system-wide rates provided by State Board office[1] on lines 1-14, column B.

3. Multiply across each line, column A x column B, enter in column C.

4. Total column C, and post on line 15.

5. Post salary rate from statewide average on file at SBCCE office.

6. Divide support staff dollars by salary rate, and post on line 17.

[1]*Source information was developed from the 1970-71 cost study, adjusted annually for inflation and changes in expenditure patterns.*

SCHEDULE 01-3

SBCCE BUDGET MODEL

Program 010 - Instruction
Support Staff Formula
Fiscal Year _____

_____ Community College District No. ____

Support Staffing	A Student AAFTES (Sch.01-1)	B Staffing Cost/FTE	C Support Staff Dollars
1. Business Administration			
2. Sciences			
3. Mathematics			
4. Social Sciences			
5. Humanities			
6. Health & Physical Education			
7. Education			
8. Business & Commerce			
9. Data Processing			
10. Health Services & Paramed.			
11. Mechanical & Engineering			
12. Natural Science			
13. Public Service Related			
14. Occupational Support	_____		_____
15. TOTAL ACADEMIC & VOCATIONAL	_____	XXXXXXXXXXX	_____
16. Statewide Average Salary			_____
17. Total Support Staff Requirements - FTE Staff (line 15 ÷ line 16)			_____

INSTRUCTIONS FOR BUDGET MODEL

Program 010 - Instruction
Operations Formula

1. Post AAFTES from Schedule 01-1, column B, to column A omitting subtotals.

2. Post operations costs/FTE from system-wide averages provided by State Board office in column B[1].

3. Multiply across each line, 1A x 1B, etc., and enter in column C.

4. Sum column C, and post on line 15.

[1]*Source information was developed from the 1970-71 cost study, adjusted annually for inflation and changes in expenditure patterns.*

SCHEDULE 01-4

SBCCE BUDGET MODEL

Program 010 - Instruction
Operations Formula
Fiscal Year _____

_____ Community College District No. ____

Operations Cost	A Student AAFTES (Sch. 01-1)	B Operations Cost/FTE	C Operations Cost
1. Business Administration			
2. Sciences			
3. Mathematics			
4. Social Sciences			
5. Humanities			
6. Health & Physical Education			
7. Education			
8. Business & Commerce			
9. Data Processing			
10. Health Services & Paramed			
11. Mechanical & Engineering			
12. Natural Science			
13. Public Service Related			
14. Occupational Support	_____		_____
15. TOTAL ACADEMIC & VOCATIONAL	_____	XXXXXXXXXX	_____

INSTRUCTIONS FOR BUDGET MODEL

Program 010 - Instruction
Staff Salary & Benefit Formula

1. Post supervision from line 15D, Schedule 01-2, on line 1, column X.

2. Post full-time faculty staff from line 18, Schedule 01-2, on line 2, column X.

3. Post part-time teaching staff from line 19, Schedule 01-2, on line 3, column X.

4. Post supervision salary rate from the hypothetical salary[1] schedule on line 1, column Y.

5. Post full-time faculty salary rate from the hypothetical salary schedule on line 2, column Y.

6. Post part-time faculty rates as 80% of full-time faculty rate on line 3, column Y.

7. Post support staff positions from Schedule 01-3, line 17, on line 5, column X.

8. Post support staff salary from Schedule 01-3, line 15, column C, on line 6, column Z.

9. Post salary for dean of instruction from statewide averages (furnished by SBCCE) on line 7, columns Y and Z.

10. Post salary for directors from statewide salary averages (furnished by SBCCE) on line 8, column Y.

11. Multiply across lines 1, 2, 3, 7, and 8, and post products in column Z.

12. Total columns X and Z through line 8, and post on line 9.

13. Post staff benefit rates from the system-wide factors (furnished by SBCCE)[2] to (a) on line 10.

14. Multiply total salaries on line 9, column Z, by line 10 (a) benefit rate, and post on line 10, column Z.

[1] *See appendix for description of hypothetical salary schedule.*
[2] *Benefit rate is a system-wide rate adjusted for individual district TIAA/CREF experience.*

SCHEDULE 01-5

SBCCE BUDGET MODEL

Program 010 - Instruction
Staff Salary & Benefits Formula
Fiscal Year _____

_____ Community College District No. ____

		X	Y	Z
	Faculty Staff	Staff Positions	Average Salary Rate	Staff Salaries
1.	Supervision Staff (Sch. 01-2, line 15D)		$	$
2.	Full-time Faculty Staff (Sch. 01-2, line 18)			
3.	Part-time Faculty Staff (Sch. 01-2, line 19)	_____		_____
4.	Total Faculty Staff and Salaries (1 + 2 + 3 = 4)	_____	XXXXXXXXXX	_____
	Support Staff			
5.	Staff Positions - Sch.01-3, line 17		XXXXXXXXXX	XXXXXXXXXXX
6.	Staff Salary - Sch.01-3, line 17, column C	XXXXXXXXXX	XXXXXXXXXX	
7.	Dean of Instruction	1		
8.	Directors (Voc. Ed. & Cont. Ed.)	2		_____
9.	Total Staff and Salaries (4 thru 8)	_____	XXXXXXXXXX	$_____
	Staff Benefits			
10.	Total Staff Benefits Requirements (a) _____% of line 9, column Z			$_____

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INSTRUCTIONS FOR BUDGET MODEL

Program 010 - Instruction
Instructional Formula Summary

1. Post staff salaries from Schedule 01-5, line 9, column Z, on line 1.

2. Post staff benefits from Schedule 01-5, line 10, column Z, on line 2.

3. Post operations support from Schedule 01-4, line 15, column C, on line 3.

4. Sum entries, and post on line 4.

5. Post allocation percentage as previous year's rate[1] on line 5, and multiply instruction dollar total (line 4) by percentage.

6. Post product on line 6 and on budget model summary page.

[1]*May be calculated as: divide previous year's program allocation by budget model program total.*

SCHEDULE 01-6

SBCCE BUDGET MODEL

Program 010 - Instruction
Instructional Formula Summary
Fiscal Year _____

_____ Community College District No. ____

1.	Total Staff Salaries (01-5, line 9, column Z)	$_____
2.	Total Staff Benefits (01-5, line 10, column Z)	_____
3.	Total Operations Support (01-4, line 15, column C)	_____
4.	Total Dollar Requirements - Instruction Program	_____
5.	Allocation Percentage	_____%
6.	Estimated Allocation for Instruction	$_____

SECTION IV

LIBRARY & LEARNING RESOURCE CENTERS

(PROGRAM 050)

INSTRUCTIONS FOR BUDGET MODEL

Program 050 - Library & Learning Resource Centers
Collections Formula

1. Post FTE student total from line 17B of Schedule 01-1 to line 2 of Schedule 05-1.
2. Multiply line 2 by 3 and post product in column Y, line 4.
3. Post FTE faculty and supervision total from line 16, Schedule 01-2 to line 5, Schedule 05-1.
4. Multiply line 5 by 6 and post product in column Y, line 7.
5. Post vocational program total[1].
6. Multiply line 8 by 9 and post product in column Y, line 10.
7. Sum column Y through line 10 and post total on line 11, column Y.
8. Post percentage for growth allowance[2] from SBCCE office or use previous year's model to line 12(a) of Schedule 05-1.
9. Apply growth allowance to total on line 11 and post on line 12, column Y.
10. Sum lines 11 and 12, and post on line 13, column Y.
11. Post dollar allowance per unit[3] from SBCCE on line 14.
12. Multiply collection total on line 13 by dollar allowance on line 14 and post on line 15.
13. Multiply replacement value on line 15 by collection expenditure rate on line 16(a), obtained from SBCCE office[4], and post on line 16, column Y.

[1] *Total must agree with approved program inventory maintained by the Vocational Education Division of State Board office.*

[2] *From Bowker Annual; reference is a 5-year moving average unit rate.*

[3] *Reference is taken from the Publishers Weekly annual edition, and escalated for inflation.*

[4] *If not yet available from SBCCE, you may approximate the rate by using the previous year's percentage.*

SCHEDULE 05-1

SBCCE BUDGET MODEL

Program 050 - Library & Learning Resource Centers
Collections Formula
Fiscal Year _____

_____ Community College District No. ____

Number of Collection Units	Column X	Column Y
1. Basic Collection Units	XXXXXXXXXXX	30,500
2. FTE Students (Sch. 01-1)		XXXXXXXXXXX
3. Units per FTE Student	15	XXXXXXXXXXX
4. Allowance for FTE Students (2 x 3)	XXXXXXXXXXX	
5. FTE Faculty (Sch. 01-2, line 16)		XXXXXXXXXXX
6. Units Per FTE Faculty	100	XXXXXXXXXXX
7. Allowance for FTE Faculty (5 x 6)	XXXXXXXXXXX	
8. Number of Vocational Programs		XXXXXXXXXXX
9. Units Per Vocational Programs	175	XXXXXXXXXXX
10. Allowance for Vocational Programs (8 x 9)	XXXXXXXXXXX	_____
11. Subtotal Collections Unit (sum of col. Y)	XXXXXXXXXXX	_____
12. Allowance for growth in Knowledge - (a) _____% of 11	XXXXXXXXXXX	_____
13. Total Collection Units (11 + 12)	XXXXXXXXXXX	_____
Dollar Replacement Cost of Collection		
14. Dollar Allowance Per Unit		$_____
15. Replacement Value of Formula Collection (13 x 14)		$_____
16. Collections Expenditure - (a) _____% of line 15		$_____

INSTRUCTIONS FOR BUDGET MODEL

Program 050 - Library & Learning Resource Centers
Staff Requirements Formula

1. Post FTE student total from line 17B, Schedule 01-1, to line 1, column X, Schedule 05-2.

2. Divide FTES by staff factor (A1 ÷ A2) column X, and post product on line A3, column Y.

3. Post total collection size and expenditure percentage from lines 13Y and 16(a) of Schedule 05-1 to internal of line B1, multiply the two terms, and post product on line B1, column X.

4. Divide number of volumes by staffing factor (B1 ÷ B2) column X, and post on line B3, column Y.

5. Post FTE faculty from Schedule 01-2, line 16 to line C1, column X.

6. Divide FTES by staff factor (C1 ÷ C2) column X and post product on line C3, column Y.

7. Sum column Y thru line D, and post on line E, column Y.

8. Apply staffing percentages to total staff positions on line E, and post products on lines F1 and F4, column X.

9. Post salary rates[1] from SBCCE files on lines F2 and F4.

10. Multiply staff requirement on line F1 by salary rate on line F2, and post on line F3, column Y.

11. Multiply staff requirement on line F4 by salary rate on line F5, and post on line F6, column 4.

12. Sum staff dollar requirements, lines F3 and F6, and post on line F7.

[1]*Salaries are statewide averages based on the 1970-71 cost study updated for inflation and cost increases.*

SBCCE BUDGET MODEL

Program 050 - Library & Learning Resource Centers
Staff Requirements Formula
Fiscal Year _____

_____ Community College District No. ____

		Column X	Column Y
A.	Public Service		
1.	Average annual FTES (Sch. 01-1, line 17B)		XXXXXXXX
2.	FTE students supported by each staff position	300	XXXXXXXX
3.	Total public service staff positions (A1 ÷ A2)	XXXXXXXX	
B.	Technical Processes		
1.	Number of book volumes to be cataloged annually (Sch. 05-1, line 13Y_____ x line 16(a) _____%		XXXXXXXX
2.	Book volumes cataloged per staff position	1,000	XXXXXXXX
3.	Total technical processes staff positions (B1 ÷ B2)	XXXXXXXX	
C.	Audio-Visual Media		
1.	Formula FTE faculty (Sch. 01-2, line 16)		XXXXXXXX
2.	FTE faculty supported by each staff position	50	XXXXXXXX
3.	Total audio-visual media staff positions (C1 ÷ C2)	XXXXXXXX	
D.	Basic Staff Per Campus	XXXXXXXX	2
E.	Total Staff Positions Required (sum of col. Y)	XXXXXXXX	
F.	Staff Salary Requirements		
1.	Professional staff (33.33% x E)		XXXXXXXX
2.	Professional staff salary rate	$	XXXXXXXX
3.	Professional staff salaries (F1 x F2)	XXXXXXXX	
4.	Support staff (66.67% x E)		XXXXXXXX
5.	Support staff salary rate	$	XXXXXXXX
6.	Support staff salaries (F4 x F5)	XXXXXXXX	
7.	Total staff salaries (F3 + F6)		$

INSTRUCTIONS FOR BUDGET MODEL

Program 050 - Library & Learning Resource Centers
Library Formula Summary

1. Post library staff salary requirement from Schedule 05-2, line F7, on line 1, Schedule 05-3.

2. Post collections dollar requirement from Schedule 05-1, line 16, on line 2, Schedule 05-3.

3. Post benefits percentage[1] as the historical percentage of salaries adjusted for estimated cost increases on line 4.

4. Post operations percentage[2] as the percent of the previous year's non-labor costs, excluding book costs, to salaries, adjusted for inflation.

5. Multiply salaries (line 1) by benefits and operations percentages and post products on lines 3 and 4 respectively.

6. Sum lines 1 through 4 and post total on line 5, Schedule 05-3.

7. Post allocation percentage provided by SBCCE; or, if not yet available, you may approximate by using the previous year's rate[3] on line 6.

8. Multiply library dollar total on line 5 by allocation percentage, and post on line 7, and on line 2, budget model summary.

[1]Benefit rate is a system-wide rate adjusted for individual district TIAA/CREF experience.

[2]Operations rates for the system are provided by SBCCE.

[3]May be calculated as: divide previous year's program allocation by budget model program total.

SCHEDULE 05-3

SBCCE BUDGET MODEL

Program 050 - Library & Learning Resource Centers
Library Formula Summary
Fiscal Year _____

_____ Community College District No. ____

Summary - Library Formula Requirements

1. Total Dollar Requirement - Salaries (from Schedule 05-2, line F7) $_____

2. Total Dollar Requirement - Collections (from Schedule 05-1, line 16) _____

3. Total Dollar Requirement - Staff Benefits (line 1 x _____%) _____

4. Total Dollar Requirement - Operations (line 1 x _____%) _____

5. Total Dollar Requirement - Library $_____

6. Allocation Percentage _____%

7. Estimated Allocation for Library & Learning Resource Centers $_____

SECTION V

PLANT OPERATION & MAINTENANCE

(PROGRAM 090)

INSTRUCTIONS FOR BUDGET MODEL

Program 090 - Plant Operation and Maintenance
Buildings and Square Footages Inventory

1. Schedule 09-1 is a sample of forms you have in your files. The budget model uses the totals of columns 4 and total of current year's gross annual maintenance, columns 11.

   The information you have on your office copy of these forms will be transferred to page 2 of Schedule 09-1 as indicated in the instructions for page 2 of Schedule 09-1.

2. Complete Schedule 09-8 before continuing on to Schedule 09-1, page 2.

BUILDINGS ON LINE - FALL 19__ _____ COMMUNITY COLLEGE DISTRICT NO. ____

(1) Bldg. No.	Building Name	(2) Month/ Year Const.*	(3) Cost	(4) Gross Square Feet	(5) Air-Condition. Yes	(5) Air-Condition. No	(6) Type Bldg.	(7) Index	(8) Type Fuel Used	(9) Replacement Cost 3 x 7	(10) Total Maint. Factor	(11) GROSS ANNUAL MAINTENANCE 19	19	19	19

BUILDINGS NOT ON LINE _____ COMMUNITY COLLEGE DISTRICT NO. ____

(1) Bldg. No.	Building Name	(2) Month/ Year Const.*	(3) Cost	(4) Gross Square Feet	(5) Air-Condition. Yes	(5) Air-Condition. No	(6) Type Bldg.	(7) Index	(8) Type Fuel Used	(9) Replacement Cost 3 x 7	(10) Total Maint. Factor	(11) GROSS ANNUAL MAINTENANCE 19	19	19	19

BUILDINGS TO BE TAKEN OFF LINE _____ COMMUNITY COLLEGE DISTRICT NO. ____

(1) Bldg. No.	Building Name	(2) Month/ Year Const.*	(3) Cost	(4) Gross Square Feet	(5) Air-Condition. Yes	(5) Air-Condition. No	(6) Type Bldg.	(7) Index	(8) Type Fuel Used	(9) Replacement Cost 3 x 7	(10) Total Maint. Factor	(11) GROSS ANNUAL MAINTENANCE 19	19	19	19

*month completed for occupancy

V-2

SCHEDULE 09-1
Page 1 of 2

INSTRUCTIONS FOR BUDGET MODEL

Program 090 - Plant Operation and Maintenance
Building Square Footage and Maintenance Costs

1. Post square footage totals of each building group from column 4 of building inventories in column 2 - net square feet.

   a. Post on line net square footage from "Buildings on Line" on line 1.

   b. Post additions net square footage from "Buildings Not on Line" on line 2.

   c. Post deletions net square footage from "Buildings to be Taken Off Line" on line 3.

2. Post plant maintenance totals from column 11 of each building form to column 3 on each building group line. Sum net square footage and maintenance columns, and post on line 4.

3. Divide maintenance amount total by net square footage total in respective year to compute maintenance cost per square foot, and post in column 1, line 4.

4. Compute janitorial square footage for rented space: from Schedule 09-8, add square footage of each rented unit indicated as having janitor service, and post in column 2 of summary of leased buildings, line 5.

5. Sum janitorial square footage rented and total square footage owned (column 2) and post on budgeted square footage for janitorial, line 6.

6. Compute maintenance square footage for rented space: from Schedule 09-8, multiply square footage of leased building (column 7) by one-half the sum of "Maintenance Provided Inside and Outside" (column 4) and post in column 2, on "Maintenance Square Footage and Cost," line 7.

7. Compute maintenance cost for rented space: multiply cost per square foot (column 1, line 4) by maintenance square feet and cost (column 2, line 7) and post product in column 3 on "Maintenance and Square Footage Cost," line 7.

8. Sum total maintenance amount, column 3, line 4 and column 3, line 7 and post on "Budgeted Cost," line 8 (column 3).

9. Compute utilities square footage: from Schedule 09-8, add square footage of those buildings receiving service from the district as noted in column 5, and post total in column 2, "Utilities Square Footage," line 9.

10. Sum total owned square footage for maintenance (column 2, line 4 and utilities (column 2, line 9), and post total on budgeted square feet for utilities in column 2, line 10.

WASHINGTON COMMUNITY COLLEGES

PROGRAM 090 - PLANT OPERATION AND MAINTENANCE
Building Square Footage and Maintenance Costs

SUMMARY

_____ Community College District No. _____

Summary of Buildings Owned	(1) Cost Per Sq. Ft.	(2) Net Square Footage 19 -	19 -	19 -	19 -	(3) Maintenance Amount 19 -	19 -	19 -	19 -
1. On line 09-1									
2. Additions 09-1									
3. Deletions 09-1		( )	( )	( )	( )	( )	( )	( )	( )
4. Total Square Feet Owned and Maintenance Cost									
Summary of Leased and Owned Buildings									
5. Janitorial Square Footage (rentals)									
6. Budgeted square footage for janitorial, police, and safety costs (owned + leased)									
7. Maintenance square footage and cost (rentals)									
8. Budgeted cost (owned + leased)									
9. Utilities Square Footage (Rentals)									
10. Budgeted square footage for utilities costs (owned + leased)									

V-4

SCHEDULE 09-1
Page 2 of 2

INSTRUCTIONS FOR BUDGET MODEL

Program 090 - Plant Operation and Maintenance
Janitorial Services Formula

1. Post square footage from current square footage serviced, updated for known changes, as posted on Schedule 09-1, line 6, page 2.

2. Divide square footage by staff factor, and post on line 2.

3. Divide square footage by window washer factor, and post on line 3.

4. Sum lines 2 and 3, and post on line 4.

5. Multiply staff requirement on line 4 by vacation allowance, and post on line 5.

6. Sum lines 4 and 5 for total janitorial staff years, and post on line 6.

7. Post staff year cost from system-wide averages, filed at SBCCE office.

8. Multiply total staff years, line 6, by staff-year cost, line 7, and post on line 8.

9. Post operations cost per staff year from the statewide rate set by OFM, found in SBCCE office, to line 9.

10. Multiply total staff years, line 6, by operations cost, line 9, and post on line 10.

11. Add janitorial costs, lines 8 and 10, and post on line 11.

12. Post janitorial total on Schedule 09-6.

SBCCE BUDGET MODEL

Program 090 - Plant Operation and Maintenance
Janitorial Services Formula
Fiscal Year _____

_____ Community College District No. _____

Janitorial Services Requirements

1.	Square Footage Served by Janitorial Department	
2.	Staff Requirements (line 1 ÷ 20,000 square feet)	
3.	Window Washer Staff (line 1 ÷ 350,000 square feet)	
4.	Subtotal (lines 2 + 3)	
5.	Allowance for Vacation, Sick Leave and Supervision (line 4 x .1375)	
6.	Total Janitorial Staff Years (lines 4 + 5)	
7.	Average Staff Year Cost	$
8.	Total Janitorial Salary Cost (lines 6 x 7)	$
9.	Operations Cost Per Staff Year	$
10.	Total Operations Cost (lines 6 x 9)	$
11.	Total Janitorial (lines 8 + 10)	$

INSTRUCTIONS FOR BUDGET MODEL

Program 090 - Plant Operation and Maintenance
Grounds Maintenance Formula

1. Post acreages by class from data filed in SBCCE office, adjusted for known changes, to line 1, columns A, B, C, D, and E, sum horizontally, and post total in column F.

2. Divide items on line 1 by factors on line 2, and post quotients in the respective columns, line 3.

3. Sum items on line 3 horizontally, and post in column F.

4. Multiply staff years by vacation allowance, and post on line 4.

5. Add staff year requirements on lines 3 and 4, and post on line 5.

6. Post staff year cost from system-wide averages on file at SBCCE on line 6.

7. Multiply staff years, line 5, by staff-year cost, line 6, and post on line 7.

8. Multiply each class of acreage on line 1 by the respective weights on line 8, and post on line 9.

9. Sum weighted acres on line 9 horizontally and post in column F.

10. Multiply sum of weighted acres by maintenance rate[1] on line 10, and post on line 11, column E.

11. Add grounds maintenance dollars on lines 7 and 11, and post on line 12.

12. Post grounds maintenance total on Schedule 09-6.

[1] *To be supplied by SBCCE. This figure is determined by OFM on basis of historical costs per acre.*

SCHEDULE 09-3

SBCCE BUDGET MODEL

Program 090 - Plant Operation and Maintenance
Grounds Maintenance Formula
Fiscal Year _____

	Col.A Class I	Col.B Class II	Col.C Class III	Col.D Class IV	Col.E Class V	Col.F Total
1. No. of Acres						
2. Acres Per Staff	4	8	16	32	-0-	
3. Staff Years Required (lines 1 ÷ 2)						
4. Vacation, Sick Leave & Supervision (line 3, col. F x .1375)						
5. Total Staff Years (line 3, col. F plus line 4)						
6. Average Staff-Year Cost						$
7. Total Grounds Maintenance Salaries Cost (line 5 x line 6)						$
8. Operations Weighting Factor	1.0	1.0	2.0	.5	-0-	
9. Weighted Acres (line 8 x line 1)						
10. Maintenance Rate Per Acre						$ 485
11. Maintenance Amt. (line 9, col.F x 10)						$
12. Total Grounds Maintenance (line 7 plus line 11)						$

INSTRUCTIONS FOR BUDGET MODEL

Program 090 - Plant Operation and Maintenance
Utilities Formula

1. Post the previous year's actual utilities costs from your accounting records on line 1 of appropriate columns, sum horizontally, and post in total column.

2. From Schedule 09-1, page 1, separate square footages of "On-line Facilities" by fuel used (col. 8); add to these categories, the square footage of rental space (Schedule 09-8) where the district supplies the fuel, and post square footages on line 2. Square footage for water will be net square footage of on-line buildings (line 1, col. 2, Schedule 09-1, page 2) plus square footage for (line 9, col. 2, Schedule 09-1, page 2).

3. Divide utilities costs (line 1) by square footage (line 2) and post quotients in respective columns, line 3 (carry to 4 decimal places).

4. Post an appropriate inflation rate[1] for each of the cost categories on line 4 so that the figures read one plus the chosen rates (carry to 4 decimal places).

5. Multiply historical costs per square foot (line 3) by rates on line 4 and post on line 5 (carry to 4 decimal places).

6. Post budgeted square footages for utilities on line 6, from Schedule 09-1, page 2. Separate footages by fuel used (sum of all categories of fuel users will equal line 4, col. 3 of Schedule 09-1, page 2), and add to each category corresponding footages of utility users from rental Schedule 09-8. Water square footage is same as budgeted utilities square footage, line 10, col. 3, Schedule 09-1, page 2.

7. Multiply budgeted square footage by budgeted cost per square feet (line 5 x line 6) and post products on line 7. Sum horizontally and post in totals column.

8. Post the building maintenance cost from Schedule 09-1, page 2, col. 4, line 8 on Schedule 09-4, line 8.

9. Compute utility maintenance cost as 10% of building maintenance cost, and post on line 9 and Schedule 09-6, line 1d.

10. Sum utilities costs on lines 7 and 9, and post on line 10 and on Schedule 09-6.

[1] *SBCCE office will have current indices for this rate if you prefer.*

SCHEDULE 09-4

SBCCE BUDGET MODEL

Program 090 - Plant Operation and Maintenance
Utilities Formula
Fiscal Year _____

_____ Community College District No. _____

	STEAM	COAL	OIL	GAS	ELEC.	WATER	TOTALS
1. Historical Utilities Cost							
2. Historical Square Footage by Utility Uses							
3. Historical Utility Cost per Square Foot (lines 1÷2, 4 places)							
4. Inflation Rate (4 places)	1.	1.	1.	1.	1.	1.	
5. Budgeted Cost per Square Foot (lines 3 x 4)							
6. Budgeted Square Foot for Utilities							
7. Budgeted Cost Totals (lines 5 x 6)							$

8. Building Maintenance Cost (Schedule 09-1, page 2, col. 3, line 8) $_____

9. Utility Maintenance Cost @ 10% Building Maintenance Cost $_____

10. Total Utilities Costs (lines 6 + 8) $_____

INSTRUCTIONS FOR BUDGET MODEL

Program 090 - Plant Operation and Maintenance
Police, Fire and Safety Requirements Formula

1. Post budgeted square footage serviced from Schedule 09-1, page 2, line 6, col. 3 to line 1.

2. Divide footage on line 1 by staffing factor on line 2, and post on line 3.

3. Post AA headcount by taking the ratio of previous year's weighted headcount[1]-to-AAFTES and applying that ratio to the current year allocated AAFTES, line 17B, Schedule 01-1:

   Weighted Headcount ÷ Prev. Year's AAFTES (Sch. 01-1,17A) x Current Year Allocated AAFTES (Sch. 01-1, 17B)

4. Divide budgeted AA headcount by staffing factor, and post on line 6.

5. Add staff requirements on lines 3 and 6, and post on line 7.

6. Post staff year cost from system-wide averages, on file in SBCCE office, to line 8.

7. Multiply staff requirements by staff cost, lines 7 x 8, and post on line 9 .

8. Post total dollar requirements on Schedule 09-6, line 1e.

[1]*Weighted headcount is computed as (1) total day-on-campus headcount plus (2) 68% of other than day-on-campus headcount. Both items are found in MIS-1/24 report.*

SCHEDULE 09-5

SBCCE BUDGET MODEL

Program 090 - Plant Operation and Maintenance
Police, Fire and Safety Requirements Formula
Fiscal Year _____

_____ Community College District No. _____

Police, Fire and Safety Requirements

1.	Budgeted Square Footage Served (Schedule 09-1, page 2, line 6)	$ _____	XXXXXXXXXXX
2.	Square Footage Supported Per Staff Position	50,000	XXXXXXXXXXX
3.	Staff Year Requirements (lines 1 ÷ 2)	XXXXXXXXXXX	_____
4.	Annual Average Student Headcount	_____	XXXXXXXXXXX
5.	Students Supported Per Staff Position	2,000	XXXXXXXXXXX
6.	Staff Requirements for Students (lines 4 ÷ 5)	XXXXXXXXXXX	_____
7.	Total Staff Requirements (lines 3 + 6)	XXXXXXXXXXX	_____
8.	Average Staff Year Cost		_____
9.	Total Dollar Requirements (lines 7 x 8)		$ _____

INSTRUCTIONS FOR BUDGET MODEL

Program 090 - Plant Operation and Maintenance
Administration Requirements Formula

1. Post building maintenance, janitorial services, grounds maintenance, utility maintenance, and police, fire and safety dollar requirements from Schedule 09-1, page 2, col. 4, line 8, Schedule 09-2, line 11; Schedule 09-3, line 12; Schedule 09-4, line 10; Schedule 09-5, line 9, to respective lines on Schedule 09-6, sum and post on total line.

2. Multiply administrative requirements percent on line 2 (off column) by dollar requirements, and post product on line 2.

3. Post staff-year cost on line 3.

4. Divide administrative requirement by staff-year cost; post quotient on line 4.

SBCCE BUDGET MODEL

Program 090 - Plant Operation and Maintenance
Administration Requirements Formula
Fiscal Year _____

_____ Community College District No. _____

Administration Requirement

1. Total Dollar Requirements

a)	Building Maintenance (Sch. 09-1, page 2, col. 3, line 8)	$ _____
b)	Janitorial Services (Schedule 09-2, line 11)	_____
c)	Grounds Maintenance (Schedule 09-3, line 12)	_____
d)	Utility Maintenance (Schedule 09-4, line 10)	_____
e)	Police, Fire and Safety (Schedule 09-5, line 9)	_____
	Total - 1	$ _____

2. Administration Requirement (6.75% x Total 1) $ _____

3. Average Staff-Year Cost $ _____

4. Staff-Year Requirement (line 2 ÷ 3) _____

After completing Schedules 09-1 through 09-6, complete all schedules for Programs 060 and 080; then complete Schedules 09-7 through 09-10.

INSTRUCTIONS FOR BUDGET MODEL

Program 090 - Plant Operation and Maintenance
Trucking Services Formula

1. Post institutional support program operations cost from line 3, Schedule 08-3 to line 1d.

2. Post students services program operations cost from line 3, col. Z, Schedule 06-2 to line 1c.

3. Post library and resource center operations cost from line 4, Schedule 05-3 to line 1b.

4. Post instruction program operations cost from line 3, Schedule 01-6 to line 1a.

5. Sum parts a. through d. of line 1 and post on total line.

6. Apply 1% trucking requirements to operations total and post on line 2.

SBCCE BUDGET MODEL

Program 090 - Plant Operation and Maintenance
Trucking Services Formula
Fiscal Year _____

_____ Community College District No. _____

Trucking Services Requirement

1. Operations Component (objects C-J of the four other program formulas)

a.	Instruction (Sch. 01-6, line 3)	$ _____
b.	Library (Sch. 05-4, line 4)	_____
c.	Student Services (Sch. 06-2, line 3, col. Z)	_____
d.	Institutional Support (Sch. 08-3, line 3)	_____
	TOTAL - 1	$ _____

2. Trucking Services Requirement (1% x Total 1) $ _____

Note: Operations cost for Programs 060 and 080 must be calculated before this schedule can be completed.

INSTRUCTIONS FOR BUDGET MODEL

Program 090 - Plant Operation and Maintenance
Detail of Building Rental Costs

1. Schedule 09-8 is a sample of the rental costs form you have in your files. This budget model uses the information in columns 3, 4, 5, 6, and 7.

2. Post the information from your records to columns 3, 4, 5, 6 and 7 of Schedule 09-8.

The information on this form will be transferred to page 2 of Schedule 09-1 as indicated in the instructions for page 2 of Schedule 09-1.

DETAIL OF BUILDING RENTAL COSTS

_____Community College District No. _____

(1)	(2)	(3)				(4)		(5)				(6)		(7)
Building Description	Primary Use	Rental Costs 19	19	19	19	Percent of Building Maintenance Provided by District Inside	Outside	Utilities Provided by District None	Elec	Fuel	Water	Janitorial Service Provided by District Yes	No	Square Footage

SBCCE

SCHEDULE 09-8

INSTRUCTIONS FOR BUDGET MODEL

Program 090 - Plant Operation and Maintenance
Staff Benefits Formula

1. Post janitorial services salary total from line 8, Schedule 09-2, to line 1.

2. Post ground maintenance salary total from line 7, Schedule 09-3, to line 2.

3. Post police, fire and safety salary total from line 9, Schedule 09-5, to line 3.

4. Post administration salary total from line 2, Schedule 09-6, to line 4.

5. Sum lines 1 through 4, and post on line 5.

6. Post benefit rate[1] from system-wide factors at SBCCE office to line 6 of column, and multiply total salaries on line 5 by benefit rate; post on line 6.

[1] *Benefit rate is a system-wide rate adjusted for individual district TIAA/CREF experience.*

SBCCE BUDGET MODEL

Program 090 - Plant Operation and Maintenance
Staff Benefits Formula
Fiscal Year _____

_____ Community College District No. _____

Staff Benefits Requirements

1.	Janitorial Services (Sch. 09-2, line 8)	$ _____
2.	Grounds Maintenance (Sch. 09-3, line 7)	_____
3.	Police, Fire and Safety (Sch. 09-5, line 9)	_____
4.	Administration (Sch. 09-6, line 2)	_____
5.	Total Salaries (lines 1 through 4)	$ _____
6.	Staff Benefits at ____% of Salaries	$ _____

INSTRUCTIONS FOR BUDGET MODEL

Program 090 - Plant Operation and Maintenance
Program Summary

1. Post building maintenance requirements from line 8, col. 3, Sch. 09-1, to line 1.

2. Post janitorial services requirements from line 11, Sch. 09-2, to line 2.

3. Post ground maintenance requirements from line 12, Sch. 09-3, to line 3.

4. Post utilities costs from line 10, Sch. 09-4, to line 4.

5. Post police, fire and safety requirements from line 9, Sch. 09-5, to line 5.

6. Post administration requirements from line 1 Total, Sch. 09-6, to line c.

7. Post trucking requirements from line 2, Sch. 09-7, to line 7.

8. Post staff benefits from line 6, Sch. 09-9, to line 8.

9. Sum requirement totals, and post on line 9.

10. Post allocation percentage as the previous year's rate[1] on line 10.

11. Multiply dollar requirement subtotal on line 9 by percentage on line 10, and post on line 11.

12. Post utilities cost from line 9, Sch. 09-4, to line 12.

13. Post building rentals from Sch. 09-8, col. 3, to line 13.

14. Sum lines 10, 11 and 12, and post on line 14 and on line 3 of budget model summary.

[1]*May be calculated as: divide previous year's program allocation by budget model total.*

SBCCE BUDGET MODEL

Program 090 - Plant Operation and Maintenance
Program Summary
Fiscal Year _____

_____ Community College District No. _____

1.	Building Maintenance Requirements (Sch. 09-1, line 8, col.3)	$ _____
2.	Janitorial Services Requirements (Sch. 09-2, line 11)	_____
3.	Grounds Maintenance Requirements (Sch. 09-3, line 12)	_____
4.	Utilities Costs (Sch. 09-4, line 10)	_____
5.	Police, Fire and Safety Requirements (Sch. 09-5, line 9)	_____
6.	Administration Requirements (Sch. 09-6, line 1 Total)	_____
7.	Trucking Services Requirement (Sch. 09-7, line 2)	_____
8.	Staff Benefits (Sch. 09-9, line 6)	_____
9.	Dollar Requirements Subtotal	$ _____
10.	Allocation Percentage	_____ %
11.	Estimated Allocation Subtotal	$ _____
12.	Computation of Utilities Costs (Sch. 09-4, line 9)	_____
13.	Building Rentals -- Non-comparable (Sch. 09-8, col. 3)	_____
14.	Total Estimated Allocation	$ _____

SECTION VI

STUDENT SERVICES

(PROGRAM 060)

SCHEDULE 06-1

INSTRUCTIONS FOR BUDGET MODEL

Program 060 - Student Services
District/Campus Data

1. Post weighted headcount from line 4, Schedule 09-5, on line 1.

2. Multiply headcount on line 1 by staff factor, and post on line 3.

3. Sum lines 2 and 3 for total staff year requirements, and post on line 4.

SCHEDULE 06-1

SBCCE BUDGET MODEL

Program 060 - Student Services
District/Campus Data
Fiscal Year _____

_____ Community College District No. _____

Enrollment and State Requirement

1. Weighted Student Headcount _____

2. Basic Staff Requirement 10

3. Variable Staff Requirement = Headcount x .007 _____

4. Total Staff Year Requirement (line 2 + line 3) _____

INSTRUCTIONS FOR BUDGET MODEL

Program 060 - Student Services
Student Services Formula Summary

1. Post staff-year requirements from Schedule 06-1 on line 1A; post salary rates for administrative, clerical and professional staff from system-wide averages on file at SBCCE ; multiply staff factors by staff years and post in col. X; multiply that product by the salary rates in col. Y, line by line, and post products in col. Z.

2. Sum col. Z and post total on line 1B.

3. Post staff benefit rate[1] from system-wide averages, filed at SBCCE, to line 2, col. X.

4. Multiply staff year dollar requirements (line 1B) by staff benefit rate, and post on line 2, col. Z.

5. Post operations rate[2] from system-wide average at SBCCE, to line 3, col. X.

6. Multiply staff year dollar requirement (line 1B) by operations rate, and post on line 3, col. Z.

7. Sum col. Z, lines 1B, 2 and 3, and post on line 4.

8. Post allocation percentage as previous year's rate[3] on line 5.

9. Multiply schedule total on line 4 by allocation rate, and post product on line 6 and on line 4 of budget model summary.

[1] *Staff benefit rate is a system-wide rate adjusted for individual district TIAA/CREF experience.*

[2] *Previous year's non-labor operation costs adjusted for inflation.*

[3] *Divide previous year's allocation by budget model total.*

SCHEDULE 06-2

SBCCE BUDGET MODEL

Program 060 - Student Services
Student Services Formula Summary
Fiscal Year _____

_____ Community College District No. _____

Summary - Student Services Formula Requirements	X Staff Years	Y Average Salary Rate	Z Amount
1. Total Dollar Requirement - Staff			
A. Total Staff Years (Sch. 06-1, line 4) _____			
a. Administration (.0775 x line A)	_____	$_____	$_____
b. Clerical (.5000 x line A)	_____	_____	_____
c. Professional (.4225 x line A)	_____	_____	_____
B. Total Salary Requirements			$_____
2. Total Dollar Requirement - Staff Benefits (% of line 1B)	_____%		$_____
3. Total Dollar Requirement - Operations (% of line 1B)	_____%		$_____
4. Total Dollar Requirements (1B + 2 + 3)			$_____
5. Allocation Percentage			_____%
6. Estimated Allocation			$_____

SECTION VII

INSTITUTIONAL SUPPORT

(PROGRAM 080)

INSTRUCTION FOR BUDGET MODEL

Program 080 - Institutional Support Program
Formula Summary

1. Post FTE students from Schedule 01-1, line 17B, to line A1.

2. Post headcount from Schedule 09-5, line 4, on line A2.

3. Post FTE faculty from Schedule 01-2, line 16, on line B.

SBCCE BUDGET MODEL

Program 080 - Institutional Support Program
Formula Variables
Fiscal Year _____

_____ Community College District No. _____

A. Enrollments

1. Annual Average FTE Students (Schedule 01-1, line 17B) _____

2. Current Year's Weighted Student Headcount (Schedule 09-5, line 4) _____

B. Annual Average FTE Faculty (Schedule 01-2, line 16) _____

INSTRUCTIONS FOR BUDGET MODEL

Program 080 - Institutional Support Program
Staffing Requirements

1. Post salary rates for basic staff, additional staff, purchasing staff, and cashiering staff from statewide average[1] to lines A2, A5, B5 and C5.

2. Multiply line A1 by line A2, and post on line 3, col. Y.

3. Post FTE students from line A1, Schedule 08-1 to line A4.

4. Multiply FTES by staff factor and post to line A4, col. X.

5. Multiply line A4 by line A5, and post on line A6, col. Y.

6. Add lines A3 and A6, and post in col. Y, on on A7.

7. Post FTE faculty from Schedule 08-1, line B, on line B1, then multiply line B1 by 30, if B1 less than 100, and post on line B2a; if B1 more than 100, enter 3000 on line B2a.

8. If B1 more than 100, subtract 100 from B1 and multiply difference by 13.9; enter on line B2b.

9. Add lines B2a and B2b, and post on line B3, col. X.

10. Multiply B3 by staff factor, and post on line B4, col. X.

11. Multiply B4 by salary rate, and post on line B6, col. Y.

12. Post headcount from line A2, Schedule 08-1, to line C2, then multiply C1 by C2 and post on line C3, col. X.

13. Multiply C3 by staff factor, and post on line C4, col. X.

14. Multiply C4 by salary rate, and post on line C6, col. Y.

[1] *Averages are listed at SBCCE office*

SBCCE BUDGET MODEL

Program 080 - Institutional Support Program
Staffing Requirements
Fiscal Year _____

_____ Community College District No. _____

		Column X	Column Y
A.	**Basic Administrative Staff**		
	1. Basic Staff Requirements	4	XXXXXXXX
	2. Salary Rate for Basic Staff	_____	XXXXXXXX
	3. Basic Staff Salary (A1 x A2)	XXXXXXXX	_____
	4. Additional Administrative Staff Requirement: .00266 x annual average FTES _____ (Sch. 08-1, line A1)	_____	XXXXXXXX
	5. Salary Rate for Additional Staff	_____	XXXXXXXX
	6. Additional Staff Salary (A4 x A5)	XXXXXXXX	_____
	7. Total Dollar Requirement (A3 + A6)	XXXXXXXX	$_____
B.	**Purchasing Staff**		
	1. Faculty FTES (Schedule 08-1, line B)	_____	XXXXXXXX
	2. Field Orders Allowance	XXXXXXXX	XXXXXXXX
	a. 30.0 per faculty FTE - up to 100	_____	XXXXXXXX
	b. 13.9 per faculty FTE - all in excess of 100	_____	XXXXXXXX
	3. Total field orders allowance (B2a + B2b)	_____	XXXXXXXX
	4. Total Purchasing Staff Requirements: .000766 x B3	_____	XXXXXXXX
	5. Statewide Average Salary	_____	XXXXXXXX
	6. Total Purchasing	XXXXXXXX	$_____
C.	**Cashiering Staff**		
	1. Receipt Factor	6	XXXXXXXX
	2. Annual Average Student Headcount (Sch.08-1,line A2)	_____	XXXXXXXX
	3. Receipts Allowance (C1 x C2)	_____	XXXXXXXX
	4. Cashiering Staff Requirements: .000066 x C3	_____	XXXXXXXX
	5. Statewide Average Salary	_____	XXXXXXXX
	6. Total Cashiering Salaries	XXXXXXXX	$_____

INSTRUCTIONS FOR BUDGET MODEL

Program 080 - Institutional Support Program
Staffing Requirements

1. Post instruction staff requirements from line 9, Schedule 01-5, on line D1, col. X.

2. Post library staff requirement from line E, col. Y, Schedule 05-2, on line D2, col. X.

3. Post plant maintenance and operations staff requirement by summing staff requirements on line 6, Schedule 09-2; line 5, Schedule 09-3; line 7, Schedule 09-5; line 4, Schedule 09-6; and posting total on line D3, col. X.

4. Post student services staff requirement from line 1A, Schedule 06-2, and post on line D3, col. X.

5. Sum col. X, lines D1 through D4, and post on line D5, col. X.

6. Multiply variable staff factor by total staff, and post product on line E1.

7. Sum basic and variable staff for payroll and post on line E3, col. X.

8. Post salary rate from statewide averages, listed in SBCCE office, on line E4, col. X.

9. Multiply staff totals on line E3 by salary rate, and post on line E5, col. Y.

10. Multiply staff years, line D5, by variable staff factor, and post on line F2, col. X.

11. Add basic and variable staff requirement , lines F1 + F2, and post total on line F3, col. X.

12. Post salary rate from statewide averages, listed in SBCCE office on line F4, col. X.

13. Multiply staff requirement by salary rate, and post on line F5, col. Y.

14. Add staff requirement on lines B4, C4 and E3, Schedule 08-2, and post sum on line G1, col. X.

15. Multiply staff by budgeting, accounting and reporting factor, and post on line G2.

16. Multiply staff requirement by salary rate, and post on line G4 in col. Y.

17. Sum the six items in col. Y, and post on line H, col. Y, and on line 1, Schedule 01-3.

SBCCE BUDGET MODEL

Program 080 - Institutional Support Program
Staffing Requirements
Fiscal Year _____

_____ Community College District No. _____

		Column X	Column Y
D.	Total FTE Faculty and Staff Years		
	1. Instruction (Sch. 01-5, line 9)	_____	XXXXXXXXXX
	2. Library (Sch. 05-2, col. Y, line E)	_____	XXXXXXXXXX
	3. Plant Operation and Maintenance (Sch. 09-2, line 6 + Sch. 09-3, line 5, + Sch. 09-5, line 7, + Sch. 09-6, line 4)	_____	XXXXXXXXXX
	4. Student Services (Sch. 06-2, line 1A)	_____	XXXXXXXXXX
	5. Total FTE Faculty and Staff Years (D1 + D2 + D3 + D4)	_____	XXXXXXXXXX
E.	Payroll Staff		
	1. Variable Staff Requirement (D5 x .002)	_____	XXXXXXXXXX
	2. Basic Staff for Each Campus	1	XXXXXXXXXX
	3. Total Payroll Staff (E1 + E2)	_____	XXXXXXXXXX
	4. Statewide Average Salary	_____	XXXXXXXXXX
	5. Payroll Staff Salaries	XXXXXXXXXX	$ _____
F.	Personnel Staff		
	1. Basic Staff Requirement for Each Campus	1	XXXXXXXXXX
	2. Variable Staff Requirement (D5 x .0083)	_____	XXXXXXXXXX
	3. Total Personnel Staff	_____	XXXXXXXXXX
	4. Statewide Average Salary	_____	
	5. Personnel Staff Salaries	XXXXXXXXXX	$ _____
G.	Budgeting, Accounting and Reporting		
	1. Staff Requirements for Purchasing, Cashiering, and Payroll (B4 + C4 + E3)	_____	XXXXXXXXXX
	2. BAR Staff Requirements (G1 x 2.0)	_____	XXXXXXXXXX
	3. Statewide Average Salary	_____	XXXXXXXXXX
	4. BAR Staff Salaries	XXXXXXXXXX	$ _____
H.	**Total** Administrative and General Expense **Salaries** (sum of col. 2: A7 + B6 + C6 + E5 + F5 + G4)		$ _____

INSTRUCTIONS FOR BUDGET MODEL

Program 080 - Institutional Support Program
Program Summary

1. Post dollar requirements for staff salaries from col. Y, Schedule 08-2, on line 1.

2. Post benefit rate[1] and operations rate[2] from system averages on lines 2 and 3 (off the column).

3. Multiply dollar requirement by benefit and operations rates, and post the products on their respective lines.

4. Sum lines 1, 2 and 3, and post total on line 4 of this schedule and on line 5 of the budget model summary as the institional support program portion of the total budget.

5. Post allocation percentage as previous year's rate[3] on line 5.

6. Multiply schedule total requirement on line 4 by allocation rate on line 5, and post on line 6 and on line 5 of budget model summary.

[1]*Staff benefit rates are system-wide rates adjusted for individual district TIAA/CREF experience.*

[2]*Operations rates are listed in SBCCE office for the system.*

[3]*Divide previous year's allocation by budget model total.*

SCHEDULE 08-3

SBCCE BUDGET MODEL

Program 080 - Institutional Support Program
Program Summary
Fiscal Year _____

_____ Community College District No. ____

Summary--Institutional Support Expense Formula Requirements

1.	Total Dollar Requirements - Staff Salaries (Schedule 08-2, page 2, col. Y, line H)	$ _____
2.	Total Dollar Requirements - Staff Benefits (_____% of line 1)	_____
3.	Total Dollar Requirements - Operations (_____% of line 1)	_____
4.	Total Dollar Requirements (1 + 2 + 3)	$ _____
5.	Allocation Percentage	_____ %
6.	Estimated Allocation	$ _____

SECTION VIII

APPENDICES

Apendices, illustrating printouts from the Automated Computerized Model, have been deleted due to poor reproducibility.

UNIVERSITY OF CALIF.
LOS ANGELES

MAR 5 1 1979

CLEARINGHOUSE FOR
JUNIOR COLLEGES